

**CITY OF DURHAM**

DEPARTMENT OF EQUAL OPPORTUNITY/EQUITY ASSURANCE
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Training Schedule for 2015-16

September 23, 2015

The Small Local Business Enterprise Program Seminar – The Small Local Business Enterprise Program (SLBE) program designates City of Durham construction of \$500,000.00 or less and professional services projects of \$100,000 or less to be bid by certified contractors and professional services firms located within the counties of: Durham, Person, Orange and Chatham. During this seminar, we will discuss the program, the benefits and the certification process. City of Durham project managers will be on hand to discuss upcoming SLBE Projects. During this session EO/EA Staff will be on hand to assist each participant with the SLBE certification process.

November 19, 2015

How to Handle Contractor and Subcontractor Pay Issues on City of Durham Project –City of Durham project managers and those involved in the financial administration for construction projects will explain the process and how contractors/subcontractors should manage that process. City of Durham personnel will describe how to address late pay issues between contractors and subcontractors.

December 17, 2015

Use of Technology to Enhance Small Business Management – This seminar will include technology and apps designed to help manage day-to-day business operations and will include product demonstrations, literature and giveaways. Information will also be shared on best practices for small businesses.

February 25, 2016

Contractor Licensing Requirements and Implementation A representative from the State of NC General Contractors licensing agency will explain the process of licensure, provide information on requirements, establish preparation criteria and explain exam requirements.

April 28, 2016

How to Use Social Media to Reach a Target Market – The basics of marketing and how to use social media to achieve marketing strategies will be discussed. During the seminar, various scenarios will be presented. The participants will prepare and present a plan to market their products and services and receive critiques from the other class participants.

June 23, 2016

Small Business Lending – Representatives from various lending institutions will make presentations describing their products and services. During the second hour, attendees will have the opportunity to discuss their particular needs with each of the representatives.